

Eligibility Guidelines for Private Vocational Schools and Training Providers

The Department of Labor and Workforce Development is the qualified government agency for both Private Vocational School and Training Provider approvals. In order to qualify for Department of Labor and Workforce Development approval, your school must meet the following criteria:

- It must be a government unit, person, association, firm, corporation, private organization, or entity doing business or maintaining facilities within New Jersey, whether operating on a for profit or not for profit basis;
- It must offer or maintain a course of instruction which is designed to prepare individuals for future education or the workplace, including instruction in literacy, pre-employment skills or supplemental instruction in recognized occupational skills;
- It must offer instruction by any method including, but not limited to, classroom, shop, laboratory experience, correspondence, internet or other distance learning media, or any combination thereof;
- It must offer instruction to the general public or in conjunction with New Jersey's workforce investment system; and,
- It must charge tuition or other fees or costs, or receive public funding for the delivery of any of the above types of instruction.

The school **does not** qualify for Department of Labor and Workforce Development approval if:

- It is a college or university licensed by the Commission on Higher Education;
- It is a school, institution or entity, including public or private schools below the college level, which is regulated and approved by any other qualified government agency;
- It is a school which offers instruction which is avocational, cultural or recreational in nature.

To download an Initial Private Vocational School or Training Provider application, please visit our website at <http://lwd.dol.state.nj.us/labor/wfprep/edtrain/adulted/SAU.html>.

For additional information, please email the School Approval Unit at schoolapprovalunit@dol.state.nj.us or call 609-984-5262 for a directory of contact numbers.